

Eunice Public Schools



2026-2027 Employee Handbook

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Employee Handbook Acknowledgement

Name _____

Campus/Department _____

I acknowledge that I have received a copy of the **Eunice Public Schools Employee Handbook**. I understand it is my responsibility to read the handbook and to comply with the policies, procedures, and standards outlined or referenced within it.

I am aware that the contents of the handbook are subject to change. I understand that updates to district policies may modify, replace, or override the information contained in this document. I accept the responsibility to stay informed of any such changes and to adhere to the most current policies provided by the district.

I further understand that this handbook does not constitute a contract of employment, nor does it alter any existing contractual or at-will employment relationships.

Lastly, I recognize my obligation to promptly notify my supervisor or the administration office of any changes to my personal information, such as address or phone number. If I have questions or need clarification regarding any policy or procedure, I will seek guidance from my supervisor or the administration office.

Please sign and date this acknowledgment and return it to your campus administrator or department supervisor.

Signature

Date

Introduction

Purpose and Use of this Manual

The policies and procedures in this manual are intended to provide employees with a convenient source of reference information concerning work rules. The document should not be considered a contract of employment, but an overview of general rules and office procedures.

Information in this manual may be reviewed and amended by the Eunice Public School Administration. However, policy changes will become effective immediately upon their issuance. Policy changes are subject to change without notice at the Eunice Public School Board's discretion. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://www.eunice.org>.

Each employee is responsible for reviewing the *Handbook* and completing the employee acknowledgement page. Please be sure to review the School Board policies that are referenced throughout the *Handbook*, including all employment policies. It is each employee's responsibility to read and become familiar with this information and to follow the district's policies and procedures.

Accessibility Statement

If you have difficulty accessing the information in this document due to a disability, please email mhiner@eunice.org or contact Misty Hiner, Business Manager, at 575-394-2524 #4 to request the information in an alternative format or to receive assistance.

District Description and Location

Eunice Public Schools is a rural school district located in Lea County, New Mexico, serving students from Pre-K through 12th grade. The district includes Mettie Jordan Elementary, Caton Middle School, Eunice High School, and a Central Office Administration Building.

Eunice is situated in the southeastern corner of New Mexico, approximately 5 miles west of the Texas border.

A map of the district and its facilities is available on the district website or upon request from the Central Office.

District Information

Vision Statement

Inspiring ALL students to be lifelong learners and global citizens.

Mission Statement

Our Mission is to provide high quality challenging educational experiences in a safe environment.

Board of Education

The Eunice Board of Education meets regularly on the third Monday of each month at 4:00 PM, unless otherwise posted. Meetings are held at the Eunice Public Schools Board Room at the Central Office. All meetings are open to the public in accordance with the New Mexico Open Meetings Act, and agendas are posted in advance on the district website and at the Central Office.

Equal Opportunity Employer

The Eunice Public School District is an ***Equal Opportunity Employer***. The Board and its agents, officers, and staff members shall not discriminate on the basis of race, age, handicap, color, religion, sex or national origin in making decisions regarding staff members or students.

Notice

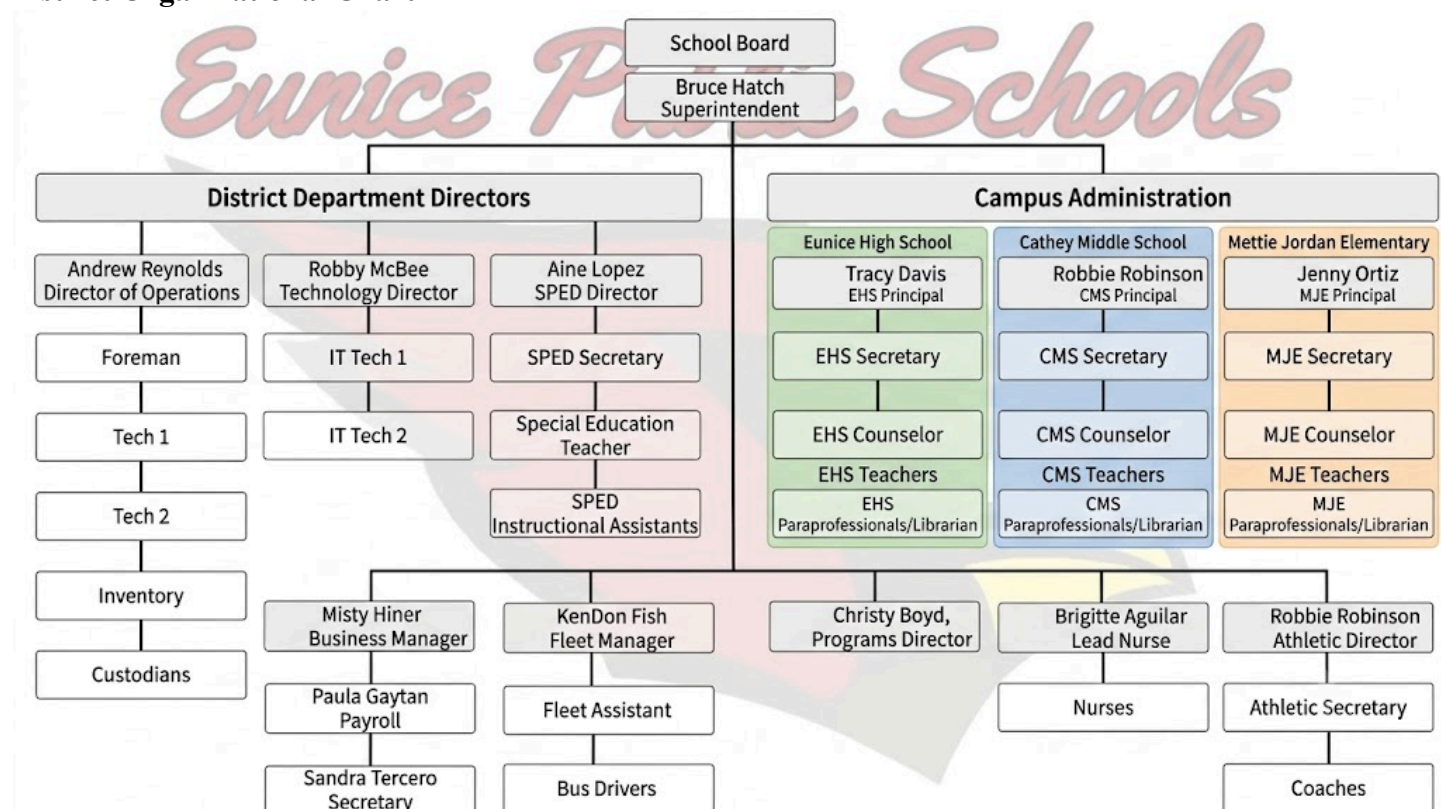
Any individual who is in violation of New Mexico State Statutes, federal regulations and/or district policies will be subject to disciplinary action which may include termination.

The Eunice Public School District reserves the right to amend its Staff Handbook during the school year.

District Administration

<u>POSITION</u>	<u>NAME</u>	<u>PHONE</u>	<u>EXTENSION</u>
Superintendent	Bruce Hatch	394-2524	202
EHS Principal	Tracy Davis	394-2332	302
CMS Principal	Robbie Robinson	394-3338	402
MJE Principal	Jenny Ortiz	394-2440	502
SPED Director	Aine Lopez	394-3154	507
Athletic Director	Robbie Robinson	394-3338	402
Network Administrator	Robby McBee	394-2524	282
Director of Operations	Andrew Reynolds	394-2524	701
Business Manager	Misty Hiner	394-2524	203
Fleet Manager	KenDon Fish	394-2363	
Director of Federal Programs	Christy Boyd	394-2440	515
Head Nurse	Brigitte Aguilar	394-3338	403

District Organizational Chart



Building Information/School Directory

From time to time, employees have questions or concerns. If those questions or concerns can be answered by supervisors, or at the campus or department level, the employee is encouraged to contact the appropriate department as listed in the School Directory below.

Mettie Jordan Elementary

Office Phone	575-394-2440 #3	
Office Hours	7:30 am to 4:00 pm, Monday through Thursday	
Principal	Jenny Ortiz	Extension 502
Secretary	Ruby Valeriano	Extension 501
School Nurse	Manda Gonzales	Extension 503
Programs Director	Christy Boyd	Extension 515

Caton Middle School

Office Phone	575-394-3338 #2	
Office Hours	7:30 am to 4:00 pm, Monday through Thursday	
Principal	Robbie Robinson	Extension 402
Secretary	Ibeth Ortega	Extension 401
School Nurse	Brigitte Aguilar	Extension 403
SPED Director	Aine Lopez	Extension 507
SPED Secretary	Mabel DeChant	Extension 517

Eunice High School

Office Phone	575-394-2332 #1	
Office Hours	7:30 am to 4:00 pm, Monday through Thursday	
Principal	Tracy Davis	Extension 302
Secretary	Ruby Aguilar	Extension 301
Counselor	Kerri Vinson	Extension 309
School Nurse	Teryn Neuer	Extension 301
Athletic Director	Robbie Robinson	Extension 402
Athletic Secretary	Nellie Franco	Extension 406

School Calendar

Eunice Public Schools

2026-2027

School Calendar

****THIS CALENDAR IS SUBJECT TO CHANGE****

August

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January

M	T	W	Th	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

First Semester

Teachers Report	8/6/26
First day of School	8/10/26
Labor Day	9/7/26
Parent Contact Day	9/17/26
End of nine weeks	10/08/26
Election Day	11/3/26
Thanksgiving	11/23-11/27/26
Christmas Break	12/21/26-12/31/26

September

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

February

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Second Semester

Students Report	1/4/27
Martin Luther King	1/18/27
Parent Contact Day	2/11/27
President's Day	2/15/27
End of nine weeks	3/04/27
Spring Break	3/22-3/26/27
Students Last Day	5/26/27
Teachers Last Day	5/27/27

October

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

In Service Days (Staff Only)

8/6/26	1/29/27
8/28/26	2/26/27
9/25/2026	4/2/27
10/23/26	4/30/27
12/4/26	5/27/27

November

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Holiday	
In Service Day	10
Parent Contact Day, early relea	2
End of Grading Period	
Friday (instructional days)	4
Friday's NO SCHOOL	

PAYDAY - 10/25TH

Board Approved:	04/24/26
Revision approved	06/15/26

The Eunice Public School District operates on the number of calendar days and educational hours as required by the New Mexico Public Education Department (NMPED).

District Programs and Contacts

Athletics	Robbie Robinson
Elementary Fine Arts	Christy Boyd
Mentoring Program	Malissa Sisk
Special Education	Aine Lopez
Title I	Christy Boyd
Title II	Bruce Hatch
Title IX	Robbie Robinson
Technology Programs & Funds	Robby McBee
NMDASH	Administration Team
Safety Program	Andrew Reynolds/Chuck Dudley

Eunice Public School Board Policies

Legal & Policy Compliance

All district personnel—including employees and volunteers—are expected to familiarize themselves with and adhere to applicable federal and state laws, as well as the district’s Board policies, administrative procedures, and regulations. These documents govern our operations and guide professional conduct.

Eunice Public Schools Board Policies, Procedures, and Regulations are available online through the district’s website at www.eunice.org.

Administration Office Hours and Other Appointments

Office Phone 575-394-2524 #4

Office Hours 7:30 am to 4:00 pm, Monday through Thursday

*Appointments for parents, staff, and community members may be scheduled at additional times as necessary.

Employment

Salaries

Certified Teacher/Nurse

EUNICE PUBLIC SCHOOLS Certified Teacher/Nurse 2026-2027 Salary Schedule			
YRS	LEVEL 1	LEVEL 2	LEVEL 3
0	64,272		
1	64,545		
2	64,865		
3	65,186	74,468	
4	65,699	74,639	
5	66,469	74,714	
6	67,751	74,818	90,072
7		74,952	90,550
8		75,063	90,793
9		75,510	90,973
10		77,223	91,153
11		79,308	91,244
12		79,680	91,784
13		80,426	92,054
14		80,649	92,415
15		80,797	92,774
16		81,579	93,405
17		82,287	94,125
18		82,979	94,846
19		83,776	95,296
20		84,521	95,747
21		84,819	96,197
22		86,010	96,648
23		86,680	97,098
24		87,500	97,368
25		88,244	97,458
26		88,989	97,639
27		90,330	97,909
28		91,074	98,018
29		91,819	98,187
30+		92,563	98,449

NOTE:

Employees will be placed on the salary schedule according to verifiable education and applicable experience for these positions. Credit will not be allowed for less than one-half (1/2) years of experience; full semester

1

This is a one year document that reflects placement only. Future movement will be determined by the Legislative funding allocation.

2

Notwithstanding anything to the contrary set forth herein, if funding is withdrawn or reduced during the fiscal year due to insufficiency of appropriations, the Board or school district shall be entitled to reduce the salary and benefits in order to address funding deficiency and avoid deficit spending.

3

Board approved

4/24/2026

EUNICE PUBLIC SCHOOLS PARAPROFESSIONALS 2026-2027 SALARY SCHEDULE			
YEARS	Group 1		Group 2
0	27,583		31,188
1	27,804		31,409
2	28,027		31,632
3	28,251		31,856
4	28,477		32,082
5	28,705		32,310
6	28,934		32,539
7	29,166		32,771
8	29,399		33,004
9	29,634		33,239
10	29,871		33,476
11	30,110		33,715
12	30,351		33,956
13	30,593		34,198
14	30,839		34,444
15	31,085		34,690
16	31,334		34,939
17	31,584		35,189
18	31,900		35,505
19	32,220		35,825
20	32,542		36,147
21	32,868		36,473
22	33,195		36,800
23	33,527		37,132
24	33,863		37,468
25	34,201		37,806
26	34,544		38,149
27	34,889		38,494
28	35,238		38,843
29	35,591		39,196
30	36,124		39,729

Group 1 - IA's (same as Teacher's calendar)
 Group 2 - CMS & EHS
 Librarians, Cafeteria, ITV
 Two Weeks Extended Contract

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Board approved

4/24/2026

EUNICE PUBLIC SCHOOLS
Administrators & Directors
SCHOOL YEAR 2026-2027

NON-LICENSED	Length of Contract	Min Salary
Transportation	187 \$	45,000
Information Technology	230 \$	55,000
Maintenance	242 \$	70,000

LICENSED	Length of Contract	Min Salary
Business Manager	230 \$	80,000
Directors	208 \$	95,000

ADMINISTRATORS	Length of Contract	Statutory Minimum
Mettie Jordan Elementary	208 \$	93,750
Caton Middle School	208 \$	108,750
Eunice High School	208 \$	123,750

NOTE:

1. This salary schedule is based on number of days specified.

2. This salary schedule is a one year document that reflects placement only. Future movement will be determined by the Legislative funding allocation.

3. Notwithstanding anything to the contract set forth herein, if funding is withdrawn or reduced during the fiscal year due to insufficiency of appropriations, the Board or school district shall be entitled to reduce the salary and benefits in order to address the funding deficiency and avoid deficient spending.

board approved

4/24/2026

**EUNICE PUBLIC SCHOOLS
OFFICE PERSONNEL SALARY SCHEDULE
SCHOOL YEAR 2026-2027**

of Days

YEARS	School/SPED Secretary	SUPT. SECRETARY	PRYL CLERK	TECH ASST
0	37,444	48,241	52,888	60,730
1	37,517	48,489	52,994	60,848
2	37,663	48,987	53,201	61,086
3	37,944	49,353	53,596	61,540
4	38,513	50,095	54,398	62,771
5	39,453	51,314	55,726	64,003
6	40,514	52,693	57,225	65,232
7	40,963	53,227	57,858	66,464
8	41,568	54,066	59,169	67,696
9	42,814	55,687	60,476	68,926
10	43,691	56,821	61,709	70,156
11	44,443	57,806	62,653	71,386
12	45,210	58,809	63,591	72,618
13	46,010	59,825	64,525	73,850
14	46,803	60,857	65,478	75,080
15	47,592	61,890	66,425	76,310
16	48,388	62,922	67,377	77,542
17	49,178	63,952	68,318	78,771
18	49,976	64,984	69,275	80,004
19	50,766	66,018	70,221	81,232
20	51,562	67,050	71,163	82,464
21	52,352	68,073	72,119	83,696
22	53,144	69,106	73,065	84,925
23	53,938	70,137	74,017	86,159
24	54,732	71,169	74,963	87,386
25	55,530	72,205	75,914	88,618
26	56,316	73,236	77,219	89,849
27	57,110	74,265	77,810	91,079
28	57,908	75,300	78,760	92,313
29	58,705	76,329	79,711	93,543
30+	60,216	76,976	80,652	94,301

NOTE:

Employees will be placed on the salary schedule according to verifiable education and applicable experience for these positions. Credit will not be allowed for less than one-half (1/2) years of experience; full semester or 91 days.

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Notwithstanding anything to the contrary set forth herein, if funding is withdrawn or reduced during the fiscal year due to insufficiency of appropriations, the Board or school district shall be entitled to reduce the salary and benefits in order to address funding deficiency and avoid deficit spending.

Board approved

4/24/2026

EUNICE PUBLIC SCHOOLS Custodian & Maintenance Salary Schedule SCHOOL YEAR 2026-2027					
YEARS	CUSTODIAN	INV. & GEN MNT	TECH 1	TECH 2	Foreman
0	33,683	35,264	38,456	51,235	62,105
1	33,752	35,331	38,531	51,334	62,225
2	33,883	35,469	38,681	51,531	62,466
3	34,138	35,732	38,968	51,851	62,930
4	34,649	36,267	39,551	52,630	63,874
5	35,492	37,151	40,514	53,911	65,431
6	36,359	38,059	41,505	55,229	67,028
7	36,763	38,483	41,963	55,844	67,773
8	37,128	38,862	42,380	56,398	68,445
9	38,238	40,026	43,652	58,087	70,500
10	39,020	40,847	44,543	59,271	71,936
11	39,614	41,552	45,310	60,297	73,182
12	40,214	42,285	46,103	61,352	74,466
13	40,831	43,018	46,896	62,404	75,754
14	41,530	43,763	47,703	63,481	77,064
15	42,237	44,501	48,514	64,554	78,370
16	42,942	45,243	49,320	65,632	79,677
17	43,648	45,984	50,128	66,709	80,980
18	44,353	46,730	50,933	67,782	82,286
19	45,050	47,469	51,745	68,859	83,592
20	45,760	48,208	52,553	69,938	84,899
21	46,462	48,948	53,363	71,010	86,204
22	47,169	49,840	54,329	72,303	87,769
23	47,871	50,431	54,979	73,164	88,817
24	48,576	51,178	55,785	74,243	90,120
25	49,418	51,918	56,601	75,315	91,426
26	49,982	52,657	57,406	76,388	92,728
27	50,684	53,405	58,213	77,466	94,041
28	51,391	54,144	59,025	78,548	95,350
29	52,092	54,887	59,831	79,619	96,654
30	52,793	55,626	63,872	80,693	99,265

NOTE:

1 Employees will be placed on the salary schedule according to verifiable education and applicable experience for these positions. Credit will not be allowed for less than one-half (1/2) years of experience; full semester or 91 days.

2 This is a one year document that reflects placement only. Future movement will be determined by the Legislative funding allocation.

3 Notwithstanding anything to the contrary set forth herein, if funding is withdrawn or reduced during the fiscal year due to insufficiency of appropriations, the Board or school district shall be entitled to reduce the salary and benefits in order to address funding deficiency and avoid deficit spending.

Board approved

4/24/2026

**EUNICE PUBLIC SCHOOLS
ANCILLARY SERVICES
2026-2027**

YEARS	COTA L1	COTA L2/3	ASL	MA
0	56,779		87,913	93,886
1	56,936		88,133	96,944
2	57,249		88,576	97,432
3	57,676	75,975	89,219	98,139
4	58,859	76,185	90,558	99,612
5	60,058	76,603	92,445	101,689
6	61,523	77,028	94,370	103,805
7	62,208	77,603	96,336	106,169
8	62,432	79,188	98,343	108,174
9	62,653	81,116	100,400	108,768
10	62,881	81,261	101,423	111,564
11	63,108	81,408	101,628	111,789
12	63,335	81,555	101,831	112,011
13	64,172	81,701	103,162	113,477
14	65,079	81,848	104,605	115,062
15	66,009	81,996	106,047	117,207
16	67,009	82,143	107,648	118,410
17	67,937	82,291	109,155	120,069
18	68,937	82,440	110,760	121,834
19	69,989	82,587	112,466	123,710
20	70,994	82,736	114,073	125,479
21	71,926	82,885	115,579	127,135
22	72,102	83,034	117,279	129,004
23	72,281	83,184	118,978	130,875
24	72,459	83,334	120,585	132,641
25			122,080	134,287
26			123,582	135,938
27			125,078	137,582
28			126,077	138,682
29			127,024	139,724
30+			128,168	140,982

COTA/PTA

OT, PT, Diagnostician, School
Psychologist,

NOTE:

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1

This is a one year document that reflects placement only. Future movement will be determined by the Legislative funding allocation.

2

Notwithstanding anything to the contrary set forth herein, if funding is withdrawn or reduced during the fiscal year due to insufficiency of appropriations, the Board or school district shall be entitled to reduce the salary and benefits in order to address funding deficiency and avoid deficit spending.

3

Board approved

4/24/2026

Other Salary Schedules

EUNICE PUBLIC SCHOOLS OTHER SCHOOL YEAR 2026-2027

SUBSTITUTES	Per Day
Non-Degree	\$120.00
Certified Teacher	\$130.00
Retired Teacher	\$145.00
Long-term Sub	\$150.00

BUS DRIVER	Per Route
Route	\$25.00
Activity (per hour)	\$25.00
Suburban Drivers	\$15.00

Summer	Per Hour
Coach	\$40
HighSchool Students (Mnt)	\$15
Subs (summer school)	
Summer Interns	\$25
EA's	\$40
Teachers	\$40

	<u>Salary</u>
BUS DRIVERS	\$ 20,713

Payroll Information and Pay Dates

Pay Dates and Direct Deposit

Employees of Eunice Public Schools are paid on a semi-monthly basis, with pay dates falling on the 10th and 25th of each month. If a pay date falls on a weekend or holiday, payment will be made on the preceding business day.

All employees are strongly encouraged to enroll in direct deposit to ensure secure and timely receipt of pay. Direct deposit authorization forms are available through the Business Office.

Stipends

Stipends may be issued for duties such as coaching, extracurricular activities, bilingual instruction, tutoring, and other supplemental responsibilities. Stipends must be pre-approved by the Superintendent or designee and are disbursed according to the stipend schedule outlined in the employee's contract or assignment notice.

Automatic Payroll Deductions

Mandatory payroll deductions include:

- Federal and State Income Tax

- Medicare
- New Mexico Educational Retirement Board (NMERB) contributions
- Any court-ordered deductions, such as wage garnishments or child support
- Voluntary deductions (e.g., insurance premiums, annuities, union dues) may also be made with written employee authorization.

Procedures for Stipend Requests: Tutoring, Extracurricular, and Professional Development Assignments

Employees seeking stipends for work performed beyond the regular workday—including tutoring, extracurricular activities, and professional development—must follow the guidelines below to ensure eligibility and timely processing:

1. Pre-Approval Requirement

All stipend-related work must receive written pre-approval from the appropriate supervisor (e.g., principal, department head, or district administrator) **at least two weeks** prior to the activity or event.

2. Documentation and Agenda

- A detailed agenda or outline of the activity must be submitted for approval.
- For professional development, a copy of the event agenda or registration confirmation must be included.
- For tutoring and extracurricular duties, a plan or schedule of sessions or events must be provided.

3. Post-Activity Requirements

- Submit appropriate documentation, such as sign-in sheets, meeting minutes, rosters, or activity logs.
- A brief summary or reflection outlining outcomes, participation, or instructional impact may be required.

4. Stipend Approval and Payment

- Stipend payments are contingent upon compliance with all outlined procedures.
- Incomplete or late submissions may result in delays or denial of payment.

Failure to follow these procedures may result in forfeiture of the stipend. It is the responsibility of the employee to ensure all forms and documentation are submitted according to district timelines.

School Keys and Staff Keycards

All employees are responsible for the safekeeping of their issued school keys and staff identification (ID) badges. The following procedures and expectations apply:

- **Responsibility:** Keys and staff keycards are assigned to individual employees and must not be shared. Employees are accountable for the security of all items issued to them.
- **Lost or Stolen Items:** Any lost or stolen keys or ID badges must be reported immediately to the school administrator or designee. The employee may be held responsible for the cost of re-keying doors if necessary due to a lost or compromised key.
- **Prohibited Use:** Employees are strictly prohibited from loaning keys or ID badges to students, parents, or any non-district personnel under any circumstances.
- **Annual Acknowledgment:** Employees must sign for all issued keys and ID badges on an annual basis as part of the check-in procedure at the beginning of each school year.

- **ID Badge Visibility:** Staff ID badges must be **worn and visible at all times** during the workday while on campus or representing the district.
- **Replacements:** In the event an ID badge becomes worn or inoperable, each employee is entitled to one (1) free replacement badge per contract year. Additional replacements will incur a fee, as determined by the district.

Failure to adhere to these procedures may result in disciplinary action in accordance with district policy.

Outside Employment and Tutoring: Conflict of Interest Policy

Employees may engage in outside employment or tutoring only if it does not interfere with their assigned duties or create a conflict of interest with their professional responsibilities within the district.

- Employees may not tutor or privately provide services to students who are on their own caseload, such as SPED case managers tutoring their assigned students.
- Any outside employment must be reported to and approved by the Superintendent if there is potential for a conflict of interest or ethical concern.

Violation of this policy may result in disciplinary action.

Personnel Files

In accordance with state law [NMAC 1.7.1.12(A)], employees have the legal right to review the contents of their own personnel file. No document related to an employee's employment history will be placed in the file without a copy being provided to the employee. Employees may submit a written rebuttal to any document included in their file.

Employees requesting to view or obtain copies of their personnel file must follow the procedure below:

- **Step 1:** Notify the Superintendent's secretary at the front desk of your intent to request access to your personnel records.
- **Step 2:** Submit a written request specifying the exact documents you wish to access. This ensures the district can process your request efficiently.
- **Step 3:** The district will fulfill all requests within three (3) business days from the date of submission.
- **Copy Fees:** A fee of \$0.25 per page may be charged for printed copies of any documents.

Employees are encouraged to maintain a personal record of employment documents for their own reference.

Drug Free (NMAC Title 6 Chapter 60) G-0950; G-1100

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises, and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Tobacco Policy G-1100

The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The meaning of the terms included herein shall be as provided in New Mexico Administrative Code 6.12.4.1 through 6.12.4.9. Notice of this policy shall be made by a listing of prohibited items that will be included in a Tobacco, Drug and Alcohol-Free School notice posted at the entrance to school buildings and athletic events. The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties may be imposed in accord with policies of the District regarding employee conduct and disciplinary actions.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with New Mexico Revised Statute.

Paraprofessionals

The immediate supervisor is responsible for the work assignments and ultimate supervision of all educational assistants and their duties. When educational assistants are assigned to work directly with a certified staff member, that certified staff member will, in conjunction with the site supervisor, direct the work of the educational assistant.

Substitute Teacher Procedures

Substitute Assignment and Notification

- Substitute teachers are scheduled by the building secretary from the district's approved substitute list.
- Due to the limited availability of substitutes, advanced notice is highly encouraged whenever possible.
- Employees must notify the building principal or secretary **no later than 6:15 a.m.** if a substitute is needed for that day.
- If a substitute will be needed for additional days, notification must be made by **2:00 p.m.** on the day prior.

Substitute Lesson Plans and Emergency Preparedness

Lesson Plan Requirements

Each teacher is required to maintain a clearly marked Substitute Folder with current lesson plans and essential information readily accessible. This folder will be stored in a designated location determined by the principal. It must include the following:

- Detailed daily lesson plans that are complete, concise, and easy to follow for each class or group.
- Clear directions for locating:
 - Attendance records and procedures
 - Student materials, textbooks, and resources
 - Class rosters with current enrollment and schedules
- Identification of students with special needs and accommodations.
- Instructions and schedules for:
 - Recess and lunch times (teacher and student)
 - Extra duties assigned (e.g., bus, hall, lunch duty)
 - Technology access (including computer login codes and passwords, if applicable)
 - Classroom management plans, including discipline procedures, referral slips, hall passes, and reinforcement systems

Emergency Absence Planning

In the event of an unexpected or emergency teacher absence, the substitute folder must include a **minimum of two (2) full days of alternative lesson plans and assignments** aligned with standards and benchmarks. These emergency plans ensure continuity of instruction if daily plans are not available, outdated, or not submitted. Teachers returning from an emergency absence are responsible for replenishing the two-day emergency plans every 9 weeks.

Classroom Management Expectations

The district maintains high expectations for all staff to promote a safe, respectful, and engaging learning environment. The following guidelines outline teacher responsibilities related to classroom management:

- **Positive Learning Environment:** Teachers are expected to maintain classrooms and workspaces that support a safe and effective learning environment for all students.
- **Punctuality and Presence:** Teachers must be present in their classrooms during all scheduled class times. Beginning instruction promptly communicates the value of learning and sets a tone of academic importance.
- **Classroom Rules and Procedures:**
 - Teachers are required to develop and submit their classroom rules and expectations for student behavior to their building principal.
 - These rules must align with district policies and the Board of Education's student conduct guidelines. Rules that exceed or conflict with district policy or state/federal law are not permitted.

- o Classroom rules must be clearly communicated to students and fully implemented by the first week of school.
- **Hallway Supervision:** Teachers are expected to be stationed outside their classroom doors during passing periods to help monitor student conduct and support a positive campus climate.

Maintaining consistent expectations and supervision ensures a safe, orderly, and respectful school environment that is conducive to student success.

Classroom Activities and Celebrations

All classroom activities or celebrations must support instructional goals and objectives, comply with the Eunice Public Schools Wellness Policy, and receive prior approval from the principal before being scheduled.

Video Use in the Classroom

Videos and other media resources may be used to supplement or enhance instruction aligned with the Common Core State Standards and must be documented in the teacher's lesson plans.

- Any video rated above G requires both principal approval and written parent permission prior to viewing.
- No video or media content may be shown without prior authorization from the principal or their designee.
- Each school will develop and include a site-specific plan for the use of videos in classroom instruction as part of their school handbook.

Performance Evaluation

In accordance with Elevate NM and EPS Board Policy G-8900, the following requirements apply to all certified staff:

Level 1 teachers will be formally evaluated twice per school year.

- Level 2 and Level 3 teachers will be formally evaluated once per school year.
- All certified staff members will receive a minimum of two documented classroom walkthroughs during the school year.
- A post-observation conference will follow each formal observation to provide individualized feedback, support professional growth, and promote instructional excellence.

Canvas Evaluation Platform

Staff members are required to log in to Canvas to:

- View formal evaluations and walkthrough documentation.
- Submit required evidence for Domain 1 (Planning and Preparation) and Domain 4 (Professional Responsibilities).

If you are unable to access Canvas or have technical difficulties, please contact Christy Boyd, Director of Federal Programs, for assistance.

Professional Development

Eunice Public Schools encourages all certified staff to actively pursue professional growth opportunities, including conferences, workshops, seminars, and advanced coursework related to their instructional area or professional role.

Conference/Workshop Attendance

- Teachers are encouraged to attend professional conferences and workshops relevant to their area of certification or current assignment.
- Prior administrative approval is required for the school or program to assume any associated costs. Approval must be obtained at least two weeks in advance to allow for proper arrangements, including substitute coverage.
- Staff must complete and submit all required Travel Request and Per Diem forms, which are available on the district website. Completed forms should be returned to the employee's respective office.
- Upon returning, employees must provide proof of attendance, such as an agenda, sign-in sheet, or certificate, to the Administration Office for documentation.

College Coursework and Continuing Education

- Staff members are encouraged to pursue graduate-level coursework to further their professional development.
- When financially feasible, the district may offer assistance with tuition costs. Approval for such support must be requested in advance and is subject to budget availability.

Documentation

- Employees are responsible for submitting documentation of completed professional development activities (e.g., transcripts, certificates, training records).
- A record of relevant training, conferences, and coursework may be maintained in the employee's personnel file upon submission.

Parent-Teacher Conferences

Parent-teacher conferences serve as an essential component of the home-to-school partnership and contribute significantly to student success. The goals of these conferences include:

1. Reviewing each student's academic and behavioral progress,
2. Encouraging positive and collaborative communication between parents and teachers, and
3. Providing opportunities to schedule additional individual meetings when needed.

Conference Guidelines

- **Scheduled Conferences:** Parent-teacher conferences are held each semester. The first semester conference is scheduled for September 17, 2026. The second semester conference is scheduled for February 11, 2027. The times are to be determined.
- **Ongoing Communication:** Teachers are encouraged to provide parents with updates on student performance, including grades, assessment results, classroom activities, and behavior related to classroom expectations.
- **Confidentiality:** Teachers must respect the privacy rights of students and families. Information related to an Individualized Education Plan (IEP) must only be discussed during the IEP meeting or at a separate, designated meeting with appropriate staff.
- **Follow-Up Appointments:** If a parent has concerns that cannot be fully addressed during the scheduled conference time, the teacher should offer to schedule a follow-up meeting to ensure the issue is addressed appropriately.

- **Professionalism and Safety:** All parents and guardians should be treated with professionalism, courtesy, and respect. If at any time a parent or visitor behaves inappropriately or in a threatening manner, the teacher should immediately and calmly exit the meeting and report the incident to the building principal.

Termination of Employment

Resignations

Notice of Resignation

In accordance with EPS Board Policies G-5900 and G-9200, employees intending to resign from their position must provide written notice as follows:

- **Certified and Administrative Employees:** A minimum of thirty (30) days' written notice must be submitted to the Superintendent or designee.
- **Non-Certified Employees:** A minimum of fifteen (15) days' written notice is required.

In extenuating circumstances, the Superintendent may waive the notice requirement or accept a verbal resignation, at their discretion.

Job Abandonment

An employee who is absent from work for two consecutive days without notifying their principal or supervisor will be considered to have abandoned their position. Such unauthorized absence may be considered grounds for termination, unless the employee can demonstrate that extraordinary circumstances prevented them from reporting to work or communicating in a timely manner.

Employees are expected to follow established absence reporting procedures and maintain open communication with their supervisor regarding any leave or unexpected absences.

Reduction in Force

In the event it becomes necessary for Eunice Public Schools to reduce the number of teacher units—defined as certified employees whose salaries are determined by placement on the teacher salary schedule—due to insufficient funding, declining student enrollment, or the elimination of subjects, programs, or positions, such reductions will be implemented in accordance with EPS Board Policies G-5800 and G-9150.

All decisions related to reduction in force will follow applicable laws, regulations, and board policies to ensure a fair and transparent process.

Exit Interviews and Procedures

All employees resigning from Eunice Public Schools are required to complete the following steps prior to their final day of employment:

1. Submit Written Resignation

- Submit a formal resignation letter to your building principal and/or immediate supervisor.
- A copy will be forwarded to the Superintendent's Office for personnel records.

2. Complete Exit Interview

- Employees may be requested to participate in an exit interview conducted by Human Resources or the building principal to provide feedback regarding their employment experience.

3. Return District Property

- o All district-issued items must be returned to the building principal or designee, including but not limited to:
 - Employee ID badge
 - Keys and/or key fobs
 - Laptop, iPad, or other technology devices
 - Instructional materials, textbooks, and resources
 - Uniforms, radios, or any equipment assigned
- o Failure to return items may result in a payroll deduction or delay in final processing.

4. Provide Forwarding Information

- o Employees must provide a current forwarding address to ensure timely delivery of their W-2 forms and any final employment-related communications.

5. Verify Final Pay and Benefits

- o Contact the Business Office or Human Resources to review final paycheck details, benefits status, and any remaining leave balances.

General Procedures

Expectations of the District: Staff Meetings and Professional Collaboration

Eunice Public Schools is committed to fostering a collaborative culture through the implementation of Professional Learning Communities (PLCs). As part of this commitment, regular staff meetings and professional development opportunities will be used to promote shared leadership, continuous improvement, and student-focused decision-making.

Staff Meetings and Professional Development

- Each building principal will determine the schedule for staff meetings and PLC collaboration time.
- All certified staff are expected to attend staff meetings, PLC sessions, and professional development activities as scheduled.
- Instructional assistants and support staff are also expected to attend relevant staff meetings and training opportunities, as directed by their supervisor.
- Participation in these meetings is essential to ensure alignment with building goals, district initiatives, and student achievement priorities.

Meeting Procedures

To ensure clarity, consistency, and accountability, all meetings—including PLC sessions—will follow these procedures:

- An agenda will be prepared and shared in advance when possible.
- A sign-in sheet will be used to document attendance.
- Written minutes or summaries will be recorded and made available for reference and follow-up actions.

The district values the collaboration and input of all staff members and believes that meaningful professional dialogue is key to improving outcomes for students.

Parking Information

To maintain safety, accessibility, and efficient traffic flow across all campuses, staff must adhere to the following parking procedures:

Designated Staff Parking Areas

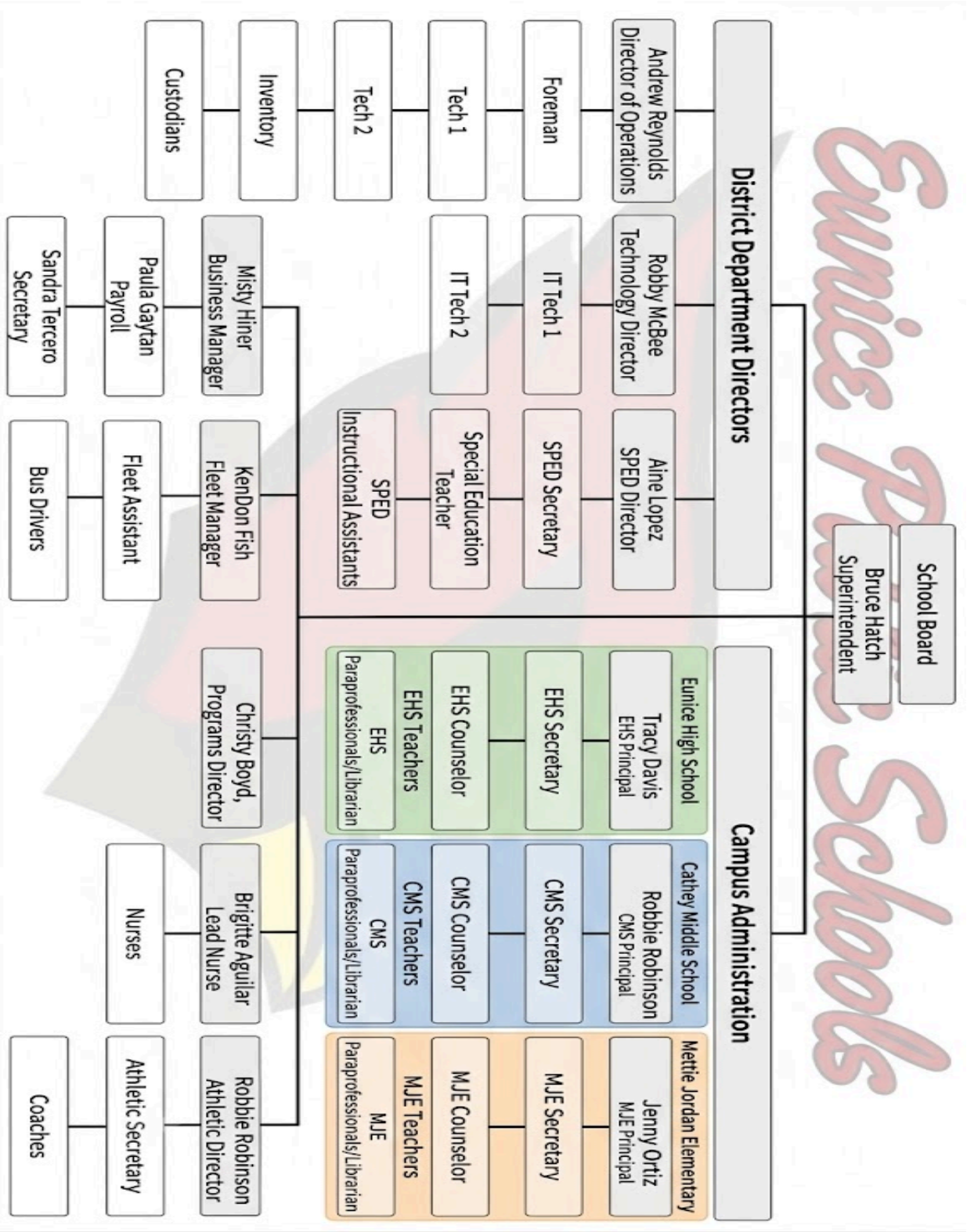
- High School (EHS) Staff may park in the following areas:
 - The North lot of Eunice High School (EHS)
 - The Activity Center lot
 - The Baseball field parking area
 - The Vo-Tech parking lot
- CMS (Middle School) Staff may park in:
 - The East Parking Lot across from CMS
 - The Elementary School Parking Lot to the north
- MJE (Elementary School) Staff should park in the lot directly in front of the MJE building
- The parking lot south of the Administration Office is also available to district personnel

Restricted Parking Areas

- Avenue K and 19th Street: Parking is prohibited for both students and staff.
- Grassed areas on the north and west sides of the high school are off-limits for parking, except during scheduled athletic events at the football stadium.

Staff are expected to use only designated parking areas. Violations of parking guidelines may result in disciplinary action or vehicle towing at the owner's expense.

Chain of Command and Communication



Purpose of Communication and Decision-Making Protocols

The purpose of establishing clear communication protocols and decision-making structures is to:

- Promote timely and efficient decision-making that prioritizes the health and safety of students.
 - Ensure that issues are addressed at the appropriate level of responsibility.
 - Provide a systematic process for gathering and considering staff input in the decision-making process.
 - Use staff and stakeholder input as a tool to continuously improve the school district.
-

Chain of Command for Parental or Community Concerns

To maintain clear communication and effective resolution of concerns, all parents and community members are encouraged to follow the chain of command appropriate to the nature of their concern:

- Classroom or School-Related Concerns:
 1. Contact the teacher
 2. If unresolved, contact the building principal
 3. If further discussion is needed, contact the superintendent
 - Athletic Concerns:
 1. Contact the coach
 2. If unresolved, contact the athletic director
 3. Then contact the principal
 4. If necessary, contact the superintendent
 - District-Level Concerns:

Parents and community members should contact the superintendent directly.
 - Joint Meetings:

Upon request, joint meetings may be scheduled with relevant parties to collaboratively address concerns.
 - Teacher Communication Logs:

Teachers are expected to maintain an ongoing log of parent communication throughout the year, documenting discussions related to student progress, behavior, and concerns.
-

Chain of Communication for Staff Members

To promote professional collaboration and efficient internal communication, staff members are expected to follow the appropriate communication chain:

- Initial Communication:

Staff should begin by communicating directly with their immediate supervisor regarding concerns, questions, ideas, or suggestions.
- Further Escalation:

If needed, other administrators or department supervisors may become involved in the decision-making process.

- **District-Level Matters:**
Staff input on district-level topics may be gathered through:
 - Staff or team meetings
 - Departmental or representative meetings
 - Focus groups or small group discussions
 - Surveys (digital or paper-based)
- **Management-Related Concerns:**
These should be directed to administrators and supervisors and may include:
 - Personnel utilization
 - Program effectiveness
 - Facility concerns
 - Implementation of board policies
- **Policy-Related Concerns:**
Staff may raise policy matters (e.g., student discipline policies, leave policies, or personnel procedures) to the superintendent, who may then bring the matter before the Board of Education.

Accident Reporting Procedures

To ensure the safety and well-being of all students and staff, as well as to meet legal and insurance requirements, all accidents must be reported promptly and accurately using the district's approved accident report form.

Student Accidents

In the event of a student accident during school hours or while participating in any school-sponsored activity—regardless of time or location—the following procedures must be followed:

- 1. Accident Report Form**
 - The supervising teacher or coach must complete a district accident report form on the same day the incident occurs.
 - All injuries, including those considered minor or not requiring medical attention, must be reported.
 - The report must be signed by the building principal and submitted to the school office immediately.
- 2. Parental Notification**
 - Parents/guardians must be contacted as soon as possible, regardless of the severity of the injury.
 - If medical transport is necessary, consult the parent regarding the preferred doctor or medical facility.
 - Always notify parents, even if the injury appears minor.
- 3. Medical Attention**

- o If there is uncertainty about the seriousness of an injury, contact the school nurse or, if needed, Emergency Medical Services (EMS).
- o Do not move the student unless absolutely necessary to prevent further harm.

4. Emergency Contact

- o If a parent/guardian cannot be reached, refer to the emergency contact information listed in the student's file in the office.

5. Off-Campus Incidents

- o Coaches must follow the same accident reporting procedures when supervising away games or events.
- o Reports must be filed promptly and submitted to the school office.

Staff Accidents

All staff members are required to report any injury or accident that occurs during work hours or during a school-sponsored activity, regardless of time or location.

1. Immediate Notification

- o Notify your immediate supervisor or building office as soon as the accident occurs.

2. Accident Report Form

- o The employee must complete an accident report form within 24 hours of the incident.
- o The completed form must be submitted for processing and forwarded to the district's insurance provider as required.

Important Reminders

- Timely and accurate reporting is essential for student and staff safety, as well as for insurance documentation and potential legal proceedings.
- All forms should be completed thoroughly and with care.
- Accident report forms are available in each school office.

Inventory and Equipment Relocation

Any item in your classroom or workspace that contains a district-issued barcode label is part of the fixed inventory and may not be moved without prior approval.

To request the relocation of such items, staff must submit a written request to an administrator. The request must include:

- The current room number where the item is located
- The proposed new room number or location

Administrative approval is required before any barcoded equipment or furniture is moved. Unauthorized relocation may result in inventory discrepancies and affect district asset tracking.

Emergency Drill Procedures

To ensure the safety of all students and staff, Eunice Public Schools conducts a variety of emergency drills throughout the school year in compliance with state law (6.29.1.9 NMSA 1978). Drills are designed to prepare staff and students to respond appropriately in emergency situations, including fires, natural disasters, and other threats.

General Procedures

- Emergency drills will be conducted regularly on each campus throughout the school year.
 - Drill types include:
 - Fire Drills
 - Shelter-in-Place Drills
 - Evacuation Drills
 - Teachers are expected to:
 - Review evacuation plans posted in their classrooms.
 - Escort students quickly and calmly to designated assembly areas.
 - Take roll immediately upon arriving at the designated area and report any missing students to administration or emergency personnel.
 - Reinforce expectations and procedures with students regularly.
-

Fire Drills

- A total of nine (9) fire drills will be conducted during the school year.
- The first four drills must occur within the first four weeks of school, as required by state law.

Shelter-in-Place Drills

- A minimum of two (2) shelter-in-place drills will be conducted annually.
- Staff and students will be provided with specific instructions on how to respond appropriately in these situations, which may include lockdown, severe weather, or hazardous material events.

Evacuation Drill

- At least one (1) evacuation drill will be conducted during the school year.
 - These drills simulate the need to leave campus entirely due to a major threat (e.g., gas leak or unsafe building conditions).
 - Detailed procedures and routes will be communicated in advance.
-

Compliance with drill procedures is essential to ensure readiness and protect the safety of students and staff. For questions regarding emergency plans, please contact your building administrator.

Confiscated Items Procedure

When a staff member confiscates an item from a student, they assume responsibility for the item—regardless of whether or not the student was permitted to bring it to school.

Steps for Handling Confiscated Items:

1. Secure the Item
 - Any item of value must be stored in a secure, locked location until it can be turned into the office.
2. Label and Document

- o Place the item in an envelope and clearly write the following on the outside:
 - Student's full name
 - Date the item was confiscated
- o Submit the envelope to an office staff member, who will ensure it is placed in the school vault or another secure location.

3. Return of Items

- o The return of confiscated items will be handled based on the nature of the item and in accordance with school policy.
- o Items may be returned directly to the student or require parent pickup, as determined by administration.

Staff are expected to use discretion, document all confiscations appropriately, and consult with administration when in doubt about an item's return process.

Travel and Transportation

Eunice Public Schools supports professional development and work-related travel while maintaining fiscal responsibility. Employees are expected to adhere to the following guidelines whenever travel is required.

1. Per Diem & Meals

- Eligibility: Travel exceeding two hours qualifies for a \$70 per diem allotment within a 24-hour period.
- Partial Days: Partial allocations will be applied for same-day travel or return days.
- Advance Payment: When possible, an advance check for 80% of the allotment will be distributed the day before or the day of travel.
- Final Reconciliation: Upon return, employees must submit their final travel times along with the event agenda to receive the remaining reimbursement.

2. Requesting Travel

- Timeline: A *Per Diem Request Form* must be submitted at least 2 weeks prior to travel.
- Documentation: The request must include supervisor approval and a copy of the conference agenda or event details.
- Access: Forms are available on the district website.

3. Lodging & Accommodations

- Payment: If applicable, hotel accommodations will be paid directly by the school district.
- Verification: Employees must submit an official hotel receipt upon return for mandatory verification and recordkeeping.

4. Transportation & School Vehicles

- Vehicle Reservations: If a district vehicle is required, employees must submit a *Trip Plan Form* (available on the website) after receiving supervisor approval.

- **Driver Requirements:** A copy of a valid driver's license must be on file at the Administration Building prior to using any school vehicle.

5. Miscellaneous Expenses & Reimbursements

- **Covered Expenses:** Out-of-pocket expenses such as parking, airport transportation, or other approved travel-related costs are eligible for reimbursement.
- **Submission:** To claim reimbursement, employees must submit actual receipts along with the conference agenda/schedule upon their return.

Important Note: Failure to follow these guidelines may result in delayed or denied reimbursements. All forms and additional resources can be found on the district website or obtained directly through the Administration Office.

Use of Equipment & Vehicle

Staff members may use district-owned vehicles or approved transportation methods for school-related duties, including student supervision, off-site training, and official school business. All use must be approved in advance and follow district policies regarding driver eligibility, safety, and vehicle maintenance.

Employee Attendance and Work Schedule Expectations

To ensure the smooth and effective operation of the school, all employees are expected to be prompt, present, and consistent in their attendance.

General Attendance Expectations

- Employees are expected to report to work as per their scheduled work calendar.
- All employees must follow established procedures for reporting absences, tardiness, early departures, and requesting paid or unpaid time off.
- Upon returning from an approved leave, employees must follow proper procedures to ensure accurate documentation and transition back into their duties.

Instructional Staff Work Hours

- **Instructional workday is from 7:30 am to 4:00 pm.**

Reporting Absences and Tardiness

- Employees must notify their immediate supervisor as soon as they are aware they will be absent or late, ideally at least two hours before their scheduled start time.
- Failure to report an absence or tardy in a timely manner may result in the absence being recorded as unexcused.
- If an extended absence is anticipated, the employee must communicate the expected duration to the supervisor as early as possible.

Personal Business During Contract Hours

- Employees must refrain from conducting personal business during contract hours.
- If a personal appointment or obligation arises during the workday, employees must seek prior approval from their administrator and clearly indicate whether the appointment is personal or business-related.

- Whenever possible, appointments should be scheduled outside of school hours.

Attendance and Performance

An employee's attendance record may be deemed unsatisfactory if:

1. There is a pattern of absences, tardiness, or early departures that negatively impacts the school's operations or the employee's job performance.
 2. The employee fails to follow required procedures for reporting absences.
- Supervisors may consider attendance as a factor in evaluating an employee's overall job performance.
 - Unexcused or excessive absences and/or tardiness may result in disciplinary action, up to and including termination of employment.
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Weather-Related Procedures

- In the event of inclement weather, the Superintendent will assess conditions and determine whether school will operate on a delayed schedule or be canceled.
- If a delay is announced, employees should use the time to travel safely and report to work as soon as possible.
- Employees are still expected to report unless conditions make travel unsafe.
- Custodians are expected to report at their regular time on delayed start days to ensure that campus walkways and entrances are cleared and safe for staff and students.

Insurance Information

Employee Insurance

Eunice Public Schools is dedicated to supporting the health and well-being of its employees by providing a comprehensive insurance benefits package paid at 100% by the district, with no cost to the employee for the following core benefits:

- **Medical Insurance**

Employees may choose between two providers, each offering a high or low coverage option:

- Blue Cross/Blue Shield
- Presbyterian

- **Dental Insurance**

Employees may choose between the following providers, with both high and low coverage options available:

- Delta Dental
- United Concordia

- **Vision Insurance**

- Coverage is provided through Davis Vision

Open enrollment for benefits takes place each fall, with selected coverage becoming effective January 1st of the following year. Plan details and enrollment assistance are available through the Human Resources Department.

Personal and Sick Leave Policy

Personal Leave

- Each employee is granted 2 personal days at the start of each school year.
- Personal leave forms must be submitted as soon as the employee is aware they will need the day off, and approval must be obtained from their supervisor with final approval from Superintendent.
- Personal leave may not be used:
 - The day before or after a scheduled holiday, or
 - The day before or after a holiday break (e.g., Winter Break, Spring Break).

Sick Leave

- **Non-Year-Round Employees:** Receive 10 sick days at the start of each school year.
- **Year-Round Employees:** Accrue 1 sick day per month worked.
- Sick leave may be used as needed; however, the following rules apply to all employees:
 - If absent for 3 or more consecutive workdays, a doctor's note is required upon return.
 - Sick leave forms must be submitted as soon as the employee is aware they will need the day(s) off.
 - Scheduled leave may not be used:
 - The day before or after a scheduled holiday, or
 - The day before or after a holiday break, unless accompanied by medical documentation.

Jury Duty Leave

Employees summoned for jury duty must notify their supervisor and provide a copy of the jury summons. Employees will be granted paid leave for jury duty and will not be required to use personal or sick leave. Employers may retain compensation from the court for jury service, excluding mileage reimbursement.

Sick Leave Donation G-3131 to G-3134

This allows a professional or support staff member to voluntarily donate their accrued annual or sick leave to another employee experiencing a medical emergency, as permitted under the district's Transfer of Leave Policy.

Key Points:

- The donor must have enough accrued leave and must retain at least 28 days of sick leave after the donation.
- Leave donations are non-revocable but may be partially returned if unused by the recipient.
- Donors must not be coerced, threatened, or promised benefits in exchange for donating leave.
- Donations are limited by employee category to prevent conflicts of interest:
 - Licensed (certified) staff may only donate to other licensed staff.
 - Support staff may only donate to other support staff.
 - Supervisory/professional staff may only donate to peers at the same level.
- Donations are based on accrued days and converted based on respective daily/hourly wages.
- All donations must be for the current contract year and for a specific recipient approved under the policy.
- Unused donated leave will revert to donors on a prorated basis.

This request ensures compliance with district policy and supports colleagues in times of medical need.

FMLA

The FMLA, or Family and Medical Leave Act, provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for specific family and medical reasons. Employers covered by the FMLA must provide this leave, maintain health benefits during the leave, and restore employees to their same or equivalent position upon their return. Employers also have specific responsibilities regarding notification, record-keeping, and avoiding interference or retaliation against employees who exercise their FMLA rights.

Personal Property

The school district does not carry insurance which will cover replacement of, or repairs to, lost, stolen or damaged property belonging to individuals. Individuals must carry their own insurance on these items, if they are to be insured.

Child Protective Services and Referrals

Mandatory Reporting of Child Abuse or Neglect

In accordance with New Mexico State Law, all school employees are designated as mandatory reporters and are legally required to report any known or suspected cases of child abuse or neglect.

- All employees must report concerns immediately if they have reason to believe a student is being abused or neglected, regardless of when or where the suspected incident occurred.
- Reports must be made directly to New Mexico Children, Youth, and Families Department (CYFD) or local law enforcement.
- All reports are strictly confidential and must not be discussed with other staff members, students, or individuals not directly involved in the reporting process.

Failure to report suspected abuse or neglect may result in legal consequences and disciplinary action in accordance with state law and district policy.

Standards of Conduct

Professional Image and Behavior

Eunice Public Schools expects all employees to maintain a professional appearance and demeanor that reflects the district's commitment to a respectful and high-quality educational environment. Employees are role models for students and representatives of the district in the eyes of parents and the broader community.

- Staff must exhibit courtesy, respect, and professionalism in all interactions with students, colleagues, and the public.
- The use of profanity, inappropriate jokes, or unprofessional behavior is strictly prohibited and will not be tolerated in any school setting or district-sponsored activity.

Employee Dress Code

The Eunice Public Schools Board believes that professional dress contributes to a positive and productive educational environment and directly supports the district's mission of student learning and achievement.

- Staff are expected to dress in a manner that conveys professionalism and promotes a culture of respect.
- Clothing that causes disruption or distraction to the learning environment is not permitted.

- Professional attire promotes positive interactions with students, parents, and community members, and encourages student respect and cooperation.
 - Staff must adhere to standards consistent with EPS Board Policy G-0770.
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Supervisor Responsibility and Enforcement

- Supervisors have the authority to determine the appropriateness of an employee's appearance in the workplace and will do so fairly and without discrimination.
- If an employee is deemed to be in violation of the dress code, the supervisor may require the employee to leave work and return in appropriate attire.
- Repeated or willful violations of the dress code may result in disciplinary action, in accordance with district policy.

Confidentiality

Teacher Responsibility and Student Confidentiality

Teachers are expected to exercise professional judgment and discretion when discussing school-related matters, including student behavior, academic performance, and disciplinary actions. All employees must protect the confidentiality of student and staff information at all times.

- Personal or sensitive information regarding students, parents, or fellow staff members must not be disclosed unless required by legal or judicial process.
 - Conversations about student performance or behavior should take place privately and only with individuals who have a legitimate educational interest in the matter.
 - Employees are expected to model professionalism in all forms of communication, including in person, over the phone, through email, and on social media.
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FERPA – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that safeguards the privacy of student education records. FERPA applies to all educational institutions that receive funding from the U.S. Department of Education.

Under FERPA:

- Parents have the right to access and request corrections to their child's educational records.
- These rights transfer to the student once they:
 - Turn 18 years old, or
 - Enroll in a postsecondary institution, regardless of ageThese individuals are referred to as "eligible students."

Key responsibilities for staff under FERPA include:

- Do not release educational records or personally identifiable information (PII) to anyone outside of the school system without written parental or eligible student consent, unless an exception applies under FERPA.
- Share student information only with school officials who have a legitimate educational interest.
- Always secure and protect physical and digital student records to prevent unauthorized access.

Violations of FERPA may result in loss of federal funding and other disciplinary consequences.

Electronic Communications and Device Usage: Frivolous or Inappropriate Use

To maintain a professional and focused educational environment, all employees are expected to use district technology and network resources responsibly and for work-related purposes only. Inappropriate use of

electronic devices or internet access—especially when not aligned with instructional goals or professional responsibilities—can disrupt operations, waste limited resources, and set a poor example for students.

Staff are expected to avoid the following frivolous or non-educational uses of technology during work hours or on district networks:

- Sending or forwarding mass emails, chain letters, or other unsolicited content.
 - Opening spam or commercial emails not related to school business.
 - Spending excessive time browsing the internet for non-work-related purposes.
 - Playing games or using gaming platforms.
 - Participating in non-work-related chat groups, messaging platforms, or personal social media during instructional or contracted time.
 - Uploading/downloading large non-instructional files, such as personal MP4s or other media files.
 - Streaming audio or video content unrelated to instruction or job responsibilities.
 - Subscribing to or participating in non-educational listservs, newsletters, or media services that increase network traffic without educational value.
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Staff are expected to use their district-issued email accounts solely for professional and school-related communication. The use of school email for personal matters is not permitted and may compromise the integrity and security of the district's communication systems.

Employees should maintain clear boundaries between personal and professional correspondence and are encouraged to use personal email accounts for any non-school-related communication.

District-issued devices and access to school networks are provided to support the educational mission of Eunice Public Schools. Employees must model appropriate digital citizenship and responsible use, in alignment with the district's Wireless Communication Device Policy and expectations set for students.

Violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and frequency of the offense.

SAFETY AND SECURITY PROCEDURES

The Eunice Public School District is committed to providing a safe and secure environment for all employees, students, and visitors. Safety is a shared responsibility, and all staff are expected to remain vigilant, follow safety protocols, and report any concerns immediately.

General Safety Commitment

- Every employee has the right to work under the safest possible conditions.
- The District will make every reasonable effort to provide:
 - A healthy and hazard-free workplace
 - Safe equipment and proper materials
 - Ongoing communication and training about safe work practices
- All employees must adhere to established safety protocols and exercise caution and awareness at all times.

Mandatory Safety Training

- Annual Requirement: All district staff are required to complete the assigned annual safety training by the designated deadline.
 - New Hires: New employees are granted 30 days from their start date to complete this mandatory training.
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Visitor Management: Raptor System

To protect students and staff and to comply with state safety mandates, Eunice Public Schools uses the Raptor Visitor Management System at all campuses.

Check-In Procedures

All visitors must follow the procedures below before being granted access to any school building:

1. Enter through the designated front entrance as indicated by signage on all exterior doors.
2. Check in at the front office and present a valid government-issued ID.
3. The Raptor system will:
 - o Screen visitors against national sex offender databases
 - o Log the date, time, and purpose of the visit
4. Approved visitors will receive a printed visitor badge that must be visibly worn at all times while on campus.
5. Staff expecting visitors (e.g., for a conference or meeting) must:
 - o Greet them at the front office
 - o Escort them to and from the designated meeting location
6. Staff are expected to question and redirect any visitor seen on campus without a visible badge, escorting them to the office to check in.
7. Students should be instructed to report any visitor not wearing an identification badge immediately to the nearest staff member and not approach the individual directly.

All parents/guardians, volunteers, and community members will be informed of these expectations as part of the District's comprehensive school safety plan.

Reporting Accidents and Unsafe Conditions

- Employees must immediately report all accidents or injuries—no matter how minor—to their immediate supervisor or building administrator.
 - Any unsafe practices, hazards, or conditions should be promptly reported to a supervisor so corrective action can be taken.
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Safety Standards and Expectations

To prevent accidents and injuries, the following safety standards must be observed:

- Keep all classrooms, offices, and workspaces free of clutter and spills.
 - Do not block doorways, hallways, or stairwells.
 - Heavy items should only be moved or lifted by staff trained in safe lifting techniques or with proper equipment.
 - Be aware of the location of emergency exits and fire extinguishers in your building.
 - Only use tools and equipment for their intended purpose and after receiving proper training.
 - Hazardous materials, such as sprays or cleaning liquids, must be used only by trained personnel in well-ventilated areas.
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Safety is everyone's responsibility. Following these procedures not only ensures compliance with district and state regulations but also protects the well-being of our entire school community.